

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

No. GA 1.6.13	Page 1 of 6	Effective Date: 2/05/2018
DIVISION:	Governance	
SUBJECT:	Heavy Machinery Equipment Safety	
AUTHORITY:	Executive Order	
PROPOSED BY:	Tom Hooker	
TITLE:	Director, Governance, Risk, and Compliance	Date: 2/05/2018
RECOMMENDED BY:	Ray Rushing	
TITLE:	Vice Chancellor/Chief Legal Counsel	Date: 2/05/2018
APPROVED BY:	Michael Reeser	
TITLE:	Chancellor	Date: 2/05/2018

STATUS: Approved by Leadership Team 2/05/2018

HISTORICAL STATUS: NEW

RULE

EXECUTIVE ORDER: By order of the Chancellor, Texas State Technical College (TSTC) shall require that only authorized employees operate Heavy Machinery Equipment (HME) on campus or in the conduct of authorized business for the safety of the employees, students, the general public, and the assets of the State.

All employees are expected to be familiar and comply with this Statewide Operating Standard (SOS). Violation of this program, including improper or unauthorized use of HME, may subject the employee to disciplinary action, which may include termination.

PERTINENT INFORMATION

The use of HME is a common part of many jobs conducted by TSTC employees. As such, TSTC recognizes the hazards associated with the operation of HME, and has developed this policy to establish guidelines to eliminate injuries or fatalities related to this type of equipment.

TSTC has a sincere concern for the welfare and safety of all TSTC employees, students, and the public they serve, with the goal of mitigating the likelihood and the cost of avoidable personal injury and property damage. TSTC is committed to ensuring that every job is conducted safely, and that operational expediency, including the use of short cuts, does not compromise the safety and well-being of employees and the public.

DEFINITIONS

At-fault Accident: an employee is found to be at-fault or responsible for causing a HME accident while in the conduct of authorized business.

Authorized Business: activities directly connected with TSTC business.

Authorized Operator: an employee who is certified by a HME Instructor and authorized by a HME Custodian to operate HME on campus or in the conduct of authorized business.

Heavy Machinery Equipment (HME): free moving mobile equipment that may be propelled by gasoline, propane, diesel or electricity, excluding automobiles, trucks, or vans covered in GA 1.6.6 (Driver Safety).

Examples of HME include but are not limited to:

- Backhoes
- Sweepers
- Graders
- Loaders
- Excavators
- Mini-Excavators
- Dump Trucks
- Skid Steers
- Boom Trucks
- Dozers
- Forklifts
- Tractors
- Bucket Trucks
- Rollers
- Larger Mowers

HME Campus Custodian: designated campus representative(s) who possesses the authority to maintain positive control over the use and operation of campus HME.

HME Certification: completion of an OSHA or SORM-approved HME training program.

HME Instructor: A TSTC employee appointed (by a campus HME custodian) to provide HME training and certification to TSTC employees; must possess a recognized degree or a certificate of professional standing to train and certify a specified HME. If no TSTC employee possesses the required certification, the training and certification may be outsourced until an employee is certified.

DELEGATION OF AUTHORITY

Responsibility for the overall administration of the TSTC HME Program has been delegated by the Chancellor to the TSTC Risk Manager and HME Campus Custodians; however, successful implementation of the program is dependent upon compliance from department directors, supervisors, and employees themselves.

HME Campus Custodian

The HME Campus Custodian is responsible for and accountable to:

- Identify all HME in their department or campus.
- Remove from service any HME that is not safe.
- Notify the Supervisor and Campus Safety Officer of any incidents/accidents, to include providing TSTC Accident/Incident Report Form (TSTC-0-GA-051) to the Campus Safety Officer.
- Provide access to operate HME equipment only to authorized operators.
- Ensure operator manuals and manufacturer safety information is available for all HME identified in the department or on campus.
- Ensure that safety procedures presented in this and other TSTC policies, as well as manufacturer, operator and safety manuals are implemented and enforced.

HME Instructor

The HME Campus Instructor is responsible for and accountable to:

- Maintain OSHA-approved certification on equipment to train and instruct HME operators.
- Train and evaluate HME operators in classroom, hands-on training, and testing.
- Conduct refresher and corrective training when needed.
- Maintain training and certification records for all employees certified to operate HME.
- Be formally appointed on TSTC-0-GA-062 (HME Trainer/Instructor Appointment Form).

HME Operators

The HME Operators are responsible for and accountable to:

- Read, understand and adhere to the procedures and practices outlined in this standard.
- Read, understand and comply with owner manuals and manufacturer-provided safety information before using HME.
- Inspect HME prior to operation to ensure the equipment is safe for operation; report any inspection deficiencies with equipment to their immediate supervisor for maintenance or further action prior to operation of the equipment.
- Use all appropriate safety equipment and devices, including but not limited to seatbelts.
- Provide access to operate HME equipment only to authorized operators.
- Immediately report all work related accidents, fuel spills, fires, and injuries to their supervisors.
- Immediately report all unsafe conditions and practices to their supervisors.
- Obey traffic signs and signals and audible or visual warning devices.
- Attend appropriate training and recertification as required by this policy

HME Supervisors

Department Directors and Supervisors are responsible for and accountable to:

- Provide access to operate HME equipment only to authorized operators.

- Observe and evaluate the use of HME by employees to correct and report any unsafe conditions, practices or accidents observed.
- Check to ensure that HME is properly maintained and in safe operating condition.
- Encourage employees to report all unsafe conditions and practices.
- Be familiar with and enforce all safety procedures and practices applicable to work done by their employees.

OPERATING REQUIREMENTS AND GENERAL MAINTENANCE

- TSTC-owned or rented HME are to be used for authorized business only.
- TSTC-owned or rented HME are to be operated by authorized operators only.
- No authorized operator shall operate a HME if his or her ability is impaired.
- No texting or cell phone use is allowed while operating HME.
- No smoking is allowed in TSTC-owned or rented HME.
- HME speed must be controlled in accordance with road conditions, particularly adverse road conditions caused by weather or limited visibility.
- All HME brake systems must be maintained in operable condition.
- Whenever visibility conditions warrant additional light, all HME in use must be equipped with at least two headlights and two taillights in operable condition.
- All HME travelling on public roads must have brake lights in operable condition, regardless of light conditions.
- All HME must be equipped with an adequate audible warning device at the operator's station (horn) in an operable condition.
- No operator may use any HME having an obstructed view to the rear unless:
 - The vehicle has a reverse signal audible above surrounding noise level.
 - The vehicle backs up only when an observer signals it is safe to do so.
- All vehicles with cabs must be equipped with windshields and powered wipers.
- Cracked and broken glass must be replaced.
- Vehicles operating in areas or under conditions that cause fogging or frosting of the windshields must be equipped with operable defrosting devices.
- All haulage HME, whose payload is loaded by means of cranes, power shovels, loaders, or similar equipment, must have a cab shield and/or canopy adequate to protect the operator from shifting or falling materials.
- Vehicles operating on the open road must be licensed and inspected (if required).
- Tools and material must be secured to prevent movement when transported in the same compartment with employees.
- Seat belts (if factory installed) must be used by the operator.
- Operators must inspect HME prior to use to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use:
 - Service Brakes (including any trailer brake connections)
 - Horn
 - Parking System (hand brake) Steering Mechanism
 - Emergency Stopping System (Brakes)
 - Tires
 - Coupling Devices
 - Seat Belts

- Safety Devices
- Operating Controls
- All deficiencies must be corrected before the HME is placed in service. These requirements also apply to equipment such as lights, reflectors, windshield wipers, defrosters, fire extinguishers, etc., where such equipment is necessary.
- All HME must be inspected annually with subsequent repairs and preventive maintenance to be performed by a certified vendor/mechanic.

ACTIONS IN THE EVENT OF A HME ACCIDENT

Operator's Responsibilities at the Scene

1. **Dial 911** if there is a personal injury, fire, or release of hazardous material.
2. Notify College Police if situation is on campus.
3. Render aid and assistance to any injured persons as training and conditions allow.
4. Notify supervisor, campus safety officer, or HME campus custodian immediately.
5. Complete the TSTC Accident/Incident Report Form (TSTC-0-GA-051) and provide to the HME campus custodian.
6. In the event there is personal injury or property damage to a third party:
 - a. cooperate with first responders (if applicable).
 - b. make no statements concerning fault or responsibility for the accident.
 - c. do not sign any waiver concerning the accident.
 - d. if a camera is available, obtain photographs showing the extent of property damage.
 - e. engage in no arguments and refer all complaints to your supervisor or TSTC Risk Manager.

Unauthorized Operators

1. TSTC employees who operate TSTC-owned or rented HME **without authorization** will be subject to disciplinary actions, to include termination.
2. TSTC employees who cause physical or property damage while operating TSTC-owned or rented HME **without authorization** may be held financially liable for damages incurred against TSTC.
3. **HME Custodians** who intentionally allow an **unauthorized person** to operate HME may be subject to disciplinary actions, to include being held financially liable for damages incurred against TSTC and termination.

OPERATOR TRAINING

HME Training and Certification

HME training and certification must be an OSHA-approved program that consists of:

- a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material),
- practical training (demonstrations performed by the HME instructor and practical exercises performed by the trainee),

- evaluation of the operator's performance on the job-site,
- a certified HME Instructor, and
- a minimum of 4 hours in duration to ensure competency.

Employee Certification must be documented on form TSTC-0-GA-063 (HME Operator Certification) and maintained by the respective HME Instructor(s).

Refresher and Corrective Training

- **Refresher training**, including an evaluation of the effectiveness of that training, must be conducted as required below to ensure that the operator has the knowledge and skills needed to operate the heavy equipment:
 - The operator is assigned to operate a different type of equipment.
 - A condition on the job-site changes in a manner that could affect safe operation of the equipment.
 - There has been a lapse of three years since the operator was last certified.
 - The operator needs refresher training keep up with new industry standards.
- **Corrective training** will be provided to the operator when:
 - The operator has been observed to operate the equipment in an unsafe manner.
 - The operator has been involved in an accident or near-miss incident.
 - The operator has received an evaluation that reveals that the operator is not operating the equipment safely.
- Form TSTC-0-GA-063 (HME Operator Certification) must then be updated and maintained accordingly upon successful completion of refresher or corrective training prior to re-authorizing an employee to operate HME on campus or in the conduct of authorized business.

PERFORMANCE STANDARDS

1. TSTC implements the HME SOS to ensure only trained, certified and authorized employees operate heavy machinery equipment on campus or in the conduct of authorized business for the safety of the employees, students, the general public and the assets of the State.
2. The HME SOS is disseminated to and adhered to by all TSTC employees.
3. The HME SOS is reviewed and updated annually by the TSTC Risk Manager and HME Campus Custodians.